



TOOL | Scoping Our Work: What's In & What's Out?

Community change efforts often involve addressing complex issues with multiple root causes. The paradox of this work is that leaders must simultaneously hold a comprehensive understanding of their issue AND also scope for their work so that it is actionable and achievable. This tool invites you to think about the work of clarifying, and reaching agreement on, the scope and span of your community change initiative.

DESCRIPTION

A core task in undertaking a collaborative community change effort is ensuring agreement amongst the partners regarding what IS and IS NOT included within the scope of your intended work. Once agreement is reached, from time to time, it will likely be necessary to revisit, challenge or re-affirm your original scope, in response to your changing community environment, or in light of new information or unexpected opportunities or challenges.

HOW-TO:

- Step 1.** Invite participants to use post-it notes to identify things that they know for sure are either in, or out of their current scope of work
- Step 2.** Use a different color of post-in note to identify potential boundaries that are still being questioned
- Step 3.** Review the aspects of your scope that still remain unclear, and generate a list of questions or potential information and data sources that could help you confirm these
- Step 4.** Brainstorm potential sources for the missing information and/or data
- Step 5.** Generate a to-do list of what data or information needs to be collected, who will do it, and by when

DEBRIEF

Possible debrief questions include:

- What questions still need to be answered in order to define the scope of our work?
- What information or data do we need to answer our outstanding questions?
- Where could we find the information and or data that we need?

Scoping Our Work: What's In & What's Out? Worksheet

	IN	OUT
Beneficiaries or Targets		
Geography		
Timeline		
Activities & Outcomes		
Draft Intended Impact Statement:		